



DONALD L. WOLFE, Director

# COUNTY OF LOS ANGELES

## DEPARTMENT OF PUBLIC WORKS

*"To Enrich Lives Through Effective and Caring Service"*

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ALHAMBRA, CALIFORNIA 91803-1331  
Telephone: (626) 458-5100  
<http://dpw.lacounty.gov>

ADDRESS ALL CORRESPONDENCE TO:  
P.O. BOX 1460  
ALHAMBRA, CALIFORNIA 91802-1460

IN REPLY PLEASE

REFER TO FILE: **PD-5**

June 5, 2007

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**MEMORANDUM OF UNDERSTANDING WITH  
SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS  
SUN VILLAGE TRANSPORTATION STUDY  
SUPERVISORIAL DISTRICT 5  
3 VOTES**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Authorize the Director of Public Works, or his designee, to execute a Memorandum of Understanding (MOU), substantially similar to the enclosed MOU, for the Sun Village Transportation Study and act as an agent for the County of Los Angeles when conducting business with Southern California Association of Governments (SCAG) on any and all matters related to this study, including negotiating and executing any amendments to the enclosed MOU, and initiating any requests for reimbursement for and on behalf of the County.
2. Authorize Public Works to disburse \$4,500 necessary to finance the hard costs of this study from the Fifth Supervisorial District's Proposition A Local Return Transit Program, included in the proposed Fiscal Year 2007-08 Transit Enterprise Fund Budget.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The purpose of this action is to delegate authority to the Director of Public Works, or his designee, to execute an MOU with SCAG to finance the County's share of a transportation study in the unincorporated Sun Village area. Public Works applied for a Community-Based Transportation Planning Grant administered by the California Department of Transportation (Caltrans) to partially fund the study. SCAG, the lead agency for this study, will prepare the Request for Proposal and award a contract to conduct the study.

A consultant will conduct a transit needs study in the unincorporated County area of Sun Village to improve public transit services by identifying unmet needs, gaps, and deficiencies in the existing transit network. The study will address the growing senior population and people with disabilities who depend on alternative transportation modes. Public outreach will include conducting context-sensitive planning sessions with local stakeholders, conducting telephone surveys, and community/focus group meetings. Depending on the results of the study, existing public transit services may be modified for area residents.

### **Implementation of Strategic Plan Goals**

This action meets the County Strategic Plan Goals of Service Excellence, Organizational Effectiveness, and Community Services. This study will identify the local community's unmet transit needs, which includes the need for local shuttle services, possible bus routes, and the potential to improve existing transit services.

### **FISCAL IMPACT/FINANCING**

There will be no impact on net County costs. The total project cost for the Sun Village Transportation Study is \$54,000. Caltran's Community-Based Transportation Planning Grant will provide \$40,000 to SCAG to partially fund the Sun Village Transportation Study. The County will contribute \$4,500 in hard costs to SCAG and \$9,500 in services as an in-kind match towards the project.

The \$4,500 necessary to finance the hard costs of the study is available in the Fifth Supervisorial District's Proposition A Local Return Transit Program, included in the proposed Fiscal Year 2007-08 Transit Enterprise Fund Budget.

The Honorable Board of Supervisors  
June 5, 2007  
Page 3

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

Prior to the Director of Public Works, or his designee, executing the MOU, County Counsel will approve it as to form.

### **ENVIRONMENTAL DOCUMENTATION**

The recommended action does not constitute a project as set forth by the California Environmental Quality Act, and therefore does not require an environmental finding. Appropriate environmental documents will be prepared when projects developed as a result of this study are brought to your Board.

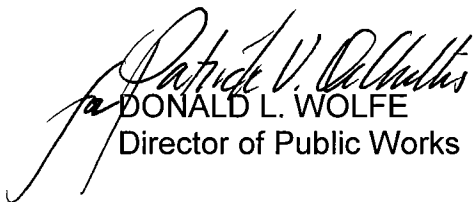
### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

There will be no impact on other current transit services or projects in the unincorporated County areas resulting from this action.

### **CONCLUSION**

Upon approval, please return two adopted copies of this letter to Public Works.

Respectfully submitted,



DONALD L. WOLFE  
Director of Public Works

LC:pr  
C071020  
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Enc.

cc: Chief Administrative Office  
County Counsel

**MEMORANDUM OF UNDERSTANDING NUMBER 06-037-M1  
BETWEEN  
THE COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS  
AND  
THE SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS  
FOR  
SUN VILLAGE TRANSPORTATION STUDY**

This Memorandum of Understanding ("MOU") is made and entered between the **County of Los Angeles Department of Public Works ("County")** and the **Southern California Association of Governments ("SCAG")**.

**Recitals**

WHEREAS, SCAG programmed the total project amount of \$54,000 into its applicable Overall Work Program (OWP) for the Sun Village Transportation Study ("Project"), which includes a Federal Transportation Administration grant received by SCAG in the amount of \$40,000 for this Project;

WHEREAS, County will provide a local, cash match in the total amount of \$4,500;

WHEREAS, County will provide local, in-kind match to perform work services in the total amount of \$9,500 for the Project;

WHEREAS, SCAG intends to award a contract to a Consultant in the not to exceed amount of \$44,500;

WHEREAS, performance by County will begin on the date indicated herein and is planned to continue through June 30, 2008, and this MOU shall supersede and replace any previous agreements between SCAG with County related to the Project described herein;

WHEREAS, County agrees not to begin work on the Project until SCAG issues a Notice to Proceed; and

WHEREAS, SCAG's Fiscal Year is from July 1 through June 30;

**NOW, THEREFORE, it is mutually agreed that:**

**1. MOU**

This MOU is comprised of these terms and conditions and any attached Exhibits, and may be amended only by written agreement between SCAG and County.

**2. Scope of Work**

- a. County shall furnish all In-Kind technical and professional services, in the total amount of \$9,500 in labor costs, reasonably necessary to support the Project as set forth in Section 1 of the "Scope of Work," Exhibit A, attached hereto and incorporated herein by this reference. In performing services under the Scope of Work, County shall comply with Section 9 (Cost Principles) of this MOU.
- b. SCAG shall procure a Consultant to perform the services as set forth in Section 2 of the Scope of Work, Exhibit A, subject to the execution of a valid, enforceable contract between SCAG and its Consultant. SCAG shall maintain final approval of Consultant invoices and deliverables.

**3. Term**

The Term of this MOU shall begin on the Effective Date of the MOU and continue until June 30, 2008, hereinafter referred to as the "Completion Date," unless terminated earlier as provided herein. Services performed under this MOU shall commence upon issuance by SCAG to County of a Notice to Proceed.

**4. Schedule and Staffing**

- a. Services described in Section 1 of the Scope of Work, Exhibit A, shall be performed by County staff, in accordance with the "In-Kind Budget," Exhibit B, attached hereto and incorporated herein by this reference, and with the "Schedule and Funding Chart," Exhibit C, attached hereto and incorporated herein by this reference. No portion of the work included in the Scope of Work (Section 1) shall be subcontracted, without full execution of a written amendment to this MOU.
- b. Services described in Section 2 of the Scope of Work, Exhibit A, shall be performed by a Consultant procured by SCAG, for the not to exceed amount of \$44,500, in accordance with the Schedule and Funding Chart, Exhibit C, subject to the execution of a valid, enforceable contract between SCAG and its Consultant.
- d. All work under this MOU shall be coordinated with the County and SCAG through the Project Managers.

- 1) For purposes of this MOU, SCAG designates the following Project Manager:

Alan Thompson  
Project Manager  
(213) 236-1940

SCAG reserves the right to change this designation upon written notice to County.

- 2) For purposes of this MOU, County designates the following Project Manager:

Lisa Chen  
Associate Civil Engineer  
(626) 458-5935

County may change the designation of its Project Manager by written notification to the SCAG Project Manager.

**5. Cash Local Match**

County shall provide a local, Cash Match for Project consultant services in the total amount of \$4,500 as provided in the Schedule and Funding Chart, Exhibit C. County shall remit such Cash Local Match to SCAG within 30 days of issuance by SCAG of the Notice to Proceed to County for this MOU.

**6. In-Kind Match**

County shall provide \$9,500 of required local, In-Kind match for the Project, in accordance with Section 1 of the Scope of Work and the In-Kind Budget, Exhibit B. County shall submit a Match Report for In-Kind Services performed in support of Consultant work. Such Reports must be received by SCAG within 15 days after notification to County of SCAG's receipt of the Consultant invoice. Reports shall meet the requirements described below in Section 10 (Match Reports) of this MOU.

**7. Indirect Costs**

For credit of indirect costs for the In-Kind match portion of work, County shall comply with applicable Caltrans regulations and policies. Credit of indirect costs is contingent upon receipt by SCAG of a copy of an applicable, approved indirect cost plan. Such indirect cost plan must be received by SCAG within 30 days of issuance of the Notice to Proceed by SCAG. However, the last approved indirect cost allocation plan shall remain in place until each new annual plan is approved, so long as Caltrans permits such practice.

**8. Match Report**

- a. On a quarterly basis, or when requested by SCAG, County shall submit a Match Report in the format indicated in Exhibit D, "In-Kind Match Report." The In-Kind Match Reports shall include, in narrative form, a description of progress toward completion of tasks and reporting of all costs incurred in accordance with Exhibits B and C. The following information shall also be included on the In-Kind Match Report:

- 1) Name of the local public agency providing the match;
- 2) Name of the public agency employee performing in-kind services;

- 3) Employee hourly rates, including fringe benefits, and indirect costs if approved;
  - 4) Number of hours;
  - 5) Total costs for each employee;
  - 6) Reporting period;
  - 7) Description of services performed; and,
  - 8) Authorized signature of the local agency providing the match including Certification that costs were funded with non-federal, local funds.
- b. On all documents submitted to SCAG for the Los Angeles County Sun Village Transit Study, the County shall reference WBS Number 06-140.SCGC4.
  - c. Upon request of the SCAG project manager, the County shall provide any additional documentation related to In-Kind match services.

**9. Cost Principles**

- a. County agrees to comply with the following:
  - 1) Contract Cost Principles and Procedures, 48 Code of Federal Regulations, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq. (Office of Management and Budget Circular A-87, "Cost Principles for State, Local, and Indian Tribal Governments"); and
  - (2) The Federal administrative procedures in accordance with 49 Code of Federal Regulations, Part 18, "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments."
- b. Any costs for which County receives credit that is determined by a subsequent audit or other review by either SCAG, Caltrans or other State or Federal authorities to be unallowable under, but not limited to, OMB Circular A-87; 48 CFR, Chapter 1, Part 31; or 49 CFR, Part 18, shall be repaid by County within thirty (30) days of County receiving notice of audit findings. Should County fail to reimburse unallowable costs due SCAG within thirty (30) days of demand, or within such other period as may be agreed between both parties hereto, SCAG is authorized to withhold future payments due County.
- c. All costs charged to this MOU by County shall be supported by but not limited to properly executed payrolls showing labor (wage) rates per hour, and if applicable, copies of Internal Revenue Service W-2 or 1099 Forms, or both; time records, including timesheets or time cards signed by the employee and approved by the supervisor; and invoices and vouchers, evidencing in proper detail the nature of the charges. Such costs shall be costs allowable under the cost principles cited above in paragraph a.

**10. Agreement Changes**

- a. No alteration or deviation of the terms of this MOU shall be valid unless made in writing and properly executed by both parties.
- b. SCAG may request, at any time, amendments to this MOU and will notify County regarding such changes. Within ten (10) days from the date of the written notice, County shall notify SCAG of the impact of such changes on the Scope of Work, schedule and budget. Upon agreement between the parties as to the required changes, an amendment to this MOU shall be prepared regarding the same.

**11. Notices**

Any notice or notices required or permitted to be given pursuant to this MOU may be personally served on the other party by the party giving such notice, or may be served by certified mail, return receipt requested, to the following addresses:

Wayne Moore  
Chief Financial Officer  
Southern California Association of Governments  
818 West Seventh Street, 12<sup>th</sup> Floor  
Los Angeles, California 90017-3435

Phone: (213) 236-1804  
FAX: (213) 236-1825

Donald L. Wolfe  
Director of Public Works  
County  
900 South Freemont Avenue  
Alhambra, California 91803

Phone: (626) 458-4002  
FAX: (626) 457-8897

**12. Hold Harmless**

- a. County agrees to indemnify and hold harmless SCAG, and all of its governing board members, officers, agents, and employees from any and all claims, demands, costs, or liability arising from or connected with intentional or negligent acts, errors or omissions, or any violations of law by County, its officers, members, employees, or agents, arising out of this MOU. County shall reimburse SCAG for any expenditures, including reasonable attorney fees, incurred in the defense against claims ultimately determined to be due to intentional or negligent acts, errors or omissions, violations of law, or breach or termination of this MOU by the



County, its officers, members, employees, or agents.

- b. SCAG agrees to indemnify and hold harmless the County, and all of its governing board members, officers, agents, and employees from any and all claims, demands, costs, or liability arising from or connected with intentional or negligent acts, errors or omissions, or any violations of law by SCAG, its officers, members, employees, or agents, arising out of this MOU. SCAG shall reimburse County for any expenditures, including reasonable attorney fees, incurred in the defense against claims ultimately determined to be due to intentional or negligent acts, errors or omissions, violations of law, or breach or termination of this MOU by SCAG, its officers, members, employees, or agents.

**13. Records Retention**

- a. County shall maintain all source documents, books and records (including but not limited to payrolls, time records, invoices, vouchers) connected with their performance of work initiated under this MOU and each annual SCAG OWP for a minimum of three (3) years from the date of final payment to County or until audit resolution is achieved for each annual SCAG OWP, whichever is later. County shall further make all such supporting information available for inspection or audit by representatives of SCAG, the State, the Bureau of State Audits, or the Federal Government upon request. Copies shall be made and furnished to SCAG upon request at any reasonable time and at no cost to SCAG.
- b. County shall establish and maintain an accounting system conforming to Generally Accepted Accounting Principles (GAAP) to support Invoices which segregate and accumulate the costs of work elements by line item and produce Monthly Progress Reports which clearly identify reimbursable costs and other expenditures by OWP work elements.
- c. County agrees to include all costs associated with this MOU and any amendments thereto to be examined in the annual audit and in the schedule of activities to be examined under a single audit prepared by County in compliance with Office of Management and Budget Circular A-133.
- d. Neither the pendency of a dispute nor its consideration by SCAG or the State shall excuse County from full and timely performance in accordance with the terms of this MOU.

**14. Federal Certifications and Assurances**

- a. County shall adhere to the requirements contained in SCAG's annual Certification and Assurances (FHWA and FTA "Metropolitan Transportation Planning Process Certification") submitted as part of SCAG's OWP, pursuant to 23 CFR 450.334 and the 23 U.S.C. 1234. This Certification shall be published annually in SCAG's OWP.

Such requirements shall apply to County to the same extent as SCAG and may include, but are not limited to:

- 1) Title VI of the Civil Rights Act of 1964 and Title VI Assurance executed by California under 23 U.S.C. 324 and 29 U.S.C. 794;
  - 2) Pub. Law 105-178, 112 Stat. 107 and any successor thereto, regarding the involvement of disadvantaged business enterprises in FHWA and FTA funded projects (Sec. 105(f), Pub. L. 970424, 96 Stat. 2100, 49 CFR part 26); and
  - 3) The Americans with Disabilities Act of 1990 (Pub. L. 101-336, 104 Stat. 327, as amended) and the United States Department of Transportation (US DOT) implementing regulations (49 CFR 27, 37, and 38).
- b. County shall additionally comply with the requirements contained in the annual FTA "Certifications and Assurances for FTA Assistance," including "Certifications and Assurances Required of Each Applicant" and the "Lobbying Certification" in compliance with 49 U.S.C. Chapter 53; published annually in SCAG's OWP. Such assurances shall apply to County to the same extent as SCAG, and include but are not limited, the following areas:
- 1) Standard Assurances
  - 2) Debarment, Suspension, and Other Responsibility Matters for Primary Covered Transactions
  - 3) Drug Free Work Place Agreement
  - 4) Intergovernmental Review Assurance
  - 5) Nondiscrimination Assurance
  - 6) DBE Assurance
  - 7) Nondiscrimination on the Basis of Disability
  - 8) Certification and Assurances Required by the U.S. Office of Management and Budget
- c. Federal Lobbying Activities Certification.
- 1) By signing this MOU, County certifies, to the best of its knowledge and belief, that no State or Federal funds have been paid or will be paid, by or on behalf of the County, respectively, to any person for influencing or attempting to influence an officer or employee of any State or Federal agency, a Member of the State Legislature or United States Congress, an officer or employee of the Legislature or Congress, or any employee of a Member of the Legislature or Congress in connection with the awarding of any State or Federal contract, the making of any State or Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any State or Federal contract, grant, loan, or cooperative agreement.

- 2) If any funds other than State or Federal funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant, County, as applicable, shall complete and submit Federal Standard Form-LL, "Disclosure Form to Report Lobbying," in accordance with those form instructions."
- 3) This certification is a material representation of fact, upon which reliance was placed when this MOU was entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C. and by the proposed Master Fund Transfer Agreement between SCAG and the State.

**15. Equal Employment Opportunity/Nondiscrimination**

In the performance of work undertaken pursuant to this MOU, County and its assignees and successors in interest, shall affirmatively require that its employees shall not unlawfully discriminate, harass or allow harassment, against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), medical condition (cancer), age, marital status, denial of family and medical care leave, and denial of pregnancy disability leave.

County shall ensure that the evaluation and treatment of its employees and applicants for employment are free from such discrimination and harassment. County shall comply with the provisions of the Fair Employment and Housing Act (Government Code, Section 12900 et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285.0 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing the Government Code sections referenced above, are incorporated into this MOU by reference and made a part hereof as if set forth in full.

County shall give written notice of their obligations under this clause to labor organizations with which they have collective bargaining or other labor agreements.

- a. Sanctions for Noncompliance: In the event of noncompliance by County with the nondiscrimination provisions of this MOU, SCAG shall impose such contract sanctions as it or the DOT may determine to be appropriate, including, but not limited to:
  - 1) Withholding of payments to the County under this MOU until County complies, and/or
  - 2) Cancellation, termination or suspension of the MOU, in whole or in part.

**16. Conflict of Interest**

County shall comply with Federal and State conflict of interest laws, regulations and policies.

**17. Independent Contractor**

County and its officers, employees and agents shall be independent contractors in the performance of this MOU, and not officers, employees, contractors or agents of SCAG.

**18. Disputes**

The parties agree to submit any disputes arising under this MOU to neutral mediation before resorting to litigation.

**19. Noncompliance**

In addition to such other remedies as provided by law, in the event of noncompliance with any grant condition or specific requirement of this MOU, this MOU may be terminated.

**20. Termination of MOU**

- a. Termination for Convenience. Either party may terminate this MOU at any time by giving written notice to the other party of such termination at least thirty (30) calendar days before the effective date of such termination. In such event, all finished or unfinished documents and other materials as described in the MOU shall be returned to SCAG at its option.
- b. Termination for Cause. If through any cause, either party shall fail to fulfill in a timely and proper manner its obligations under this MOU, or if either party violates any of the covenants, agreements, or stipulations of this MOU, the non-breaching party shall thereupon have the right to terminate the MOU by giving not less than ten (10) calendar days written notice to the breaching party of the intent to terminate and specifying the effective date thereof. The non-breaching party shall provide a reasonable opportunity for the breaching party to cure prior to termination. County shall be entitled to receive match credit for all satisfactory work completed prior to the effective date of termination.

**21. Non-Assignment**

- a. Neither party shall assign this MOU, or any part thereof, without the written consent of each party to this MOU. Any assignment without such written consent shall be void and unenforceable.
- b. The covenants and agreement of this MOU shall inure to the benefit of, and shall be binding upon each of the parties and their respective successors and assignees.

**22. Time of the Essence**

Time is of the essence for each and every provision of this MOU.

23. **Effective Date**

The Effective Date of this MOU shall mean the date (meaning the last date indicated below) that all parties have fully executed this MOU.

IN WITNESS WHEREOF, the parties have caused this MOU to be executed by their duly authorized representatives as of the dates indicated below:

Southern California Association  
of Governments

County of Los Angeles  
Department of Public Works

By \_\_\_\_\_  
Wayne Moore  
Chief Financial Officer

By \_\_\_\_\_  
Donald L. Wolfe  
Director of Public Works

Date \_\_\_\_\_

Date \_\_\_\_\_

Approved as to Legal Form:

\_\_\_\_\_  
Joann Africa  
Acting Director of Legal Services

**APPROVED AS TO FORM**  
**OFFICE OF THE COUNTY COUNSEL**  
**BY \_\_\_\_\_**  
**DEPUTY**

**EXHIBIT A**

**SCOPE OF WORK**

# **EXHIBIT A**

## **SCOPE OF WORK**

### **Project Summary**

Sun Village is located in the high desert region above Los Angeles with limited public transportation. Most of the area is outside of walking distance from a public transit stop. The lack of transit services limits the mobility of seniors and people with disabilities who rely on alternative modes of transportation.

The proposal is to conduct a transit needs study in the unincorporated area of Sun Village to improve public transit services by identifying unmet needs, gaps and deficiencies the existing transit network. The study will address the growing senior population and people with disabilities who depend on alternative transportation modes. Public outreach will include conducting context-sensitive planning sessions with local stakeholders, conducting phone surveys and community/focus group meetings. The outcome of the study is to contribute towards improving existing public transit services and implementing new transit services for area residents.

### **Description of Project Area and Demographics**

The Sun Village area is a fast growing rural community in north Los Angeles County, near Palmdale. An estimated 11,000 people reside in Sun Village according to the 2000 Census. The population includes 61% Caucasian, 22 % Hispanic and 11% African American. Thirty-Five percent of the population is under the age of 18, 12% are over 60 years old. Twenty percent of the overall population indicated a disability status while just over 45% of the senior population indicated disability status. The median household income is \$41,678.

The project will study the area bordered by Avenue Q, 115<sup>th</sup> Street East, Avenue T and 80<sup>th</sup> Street east.

### **Justification**

In 2003, the Los Angeles County Department of Community and Senior Services, in conjunction with other county departments, developed a strategic plan for aged and disabled adults. The strategic plan identified that the senior and disabled adult population will increase by 141%. The plan identified transportation services as one of the most critical issues and significant factors affecting long-term care planning in Los Angeles County. By identifying transit needs for this fast growing area, we will be better able to serve the public and anticipate future transit needs.

A review of the current transportation system will be conducted and areas identified where transit expansion may be warranted. A possible outcome will be the identification of various shuttle service, para-transit and smart-shuttle needs. To further increase cost effectiveness, potential partnerships with adjoining jurisdictions and other transit service providers will be examined.

## **SCOPE OF WORK**

### **SECTION 1 - Los Angeles County Department of Public Works (LACDPW) shall:**

1. Review the Request for Proposal responses; participate in the consultant interviews and selection. Attend kick-off meeting, and discuss study elements.
2. Provide any information requested by consultant to assist in the completion of the study. Manage study to ensure tasks are completed by consultant, and perform other administrative work, as necessary.
3. Provide any information requested by consultant to assist in the completion of the study. Manage study to ensure tasks are completed by consultant. Other necessary administrative work.
4. Review final report and provide comments.

### **SECTION 2 - The consultant shall, in the course of this study:**

1. Identify community groups and stakeholders. (August 2007)

The consultant will identify community groups and stakeholders for the purposes of locating concentrations of stakeholders as well as to identify primary language groups within the study area.

2. Develop and conduct random telephone survey. (September 2007)

In both English and other primary languages used in the area, conduct telephone survey to determine the interest and preferences for transit services in the area. The survey shall consist of approximately 20 questions that will identify interests and special requirements. The goal is to complete at least 100 responses to produce statistically significant results. Survey respondents will also be invited to participate in focus groups to produce a transportation plan that meets their needs.

**Deliverable: Survey response data**

3. Locate specific employment locations, shopping, senior citizen complexes, schools and other major trip attractions in the area. (September 2007)
4. Prepare census tract-level density maps of the study area that clearly highlight the residential density and areas delineated above. (September 2007)

**Deliverable: Census Tract-Level Density & Location Maps. (September 2007)**

5. Review the current structure of the existing transit system in and around the unincorporated areas and overlay the existing routes by frequency on the density maps. The purpose of these maps is



to identify where additional service may be warranted and how these services would interface with the existing transit services. (October 2007)

**Deliverable:** Existing transit system overlay on density/Location maps  
**Interim Report (November 2007)**

6. Hold Public Forum/Focus Group meeting (January 2008) to review work in progress, gain feedback. The consultant's assistance, the stakeholders will develop a practical and realistic transportation plan consisting of recommended improvements to enhance overall mobility within the community.
7. Identify areas in which services can be better coordinated with adjacent jurisdictions (cities and unincorporated areas) to provide the best coverage possible. (February 2008)
8. Review transit services currently operating in the unincorporated area and in surrounding cities. Review areas elsewhere in Southern California that have similar demographics to identify the range of performance that can reasonably be expected. (February 2008)
9. **Issue Draft Report:** (End of March 2008) The draft report will include the maps, existing transit services in the area, transit peer review, survey results, and recommendations on transit service alternatives.

These alternatives may include:

- New transit services (fixed route, flex route or para-transit) focused on unincorporated areas
- Restructuring existing services to better serve these areas or to improve coordination with surrounding jurisdictions

For each alternative, provide information covering:

- Revenue hours and miles
- Estimated ridership, based on peer experience and area demographics
- Conceptual schedule
- Route maps
- Vehicle types
- Coordination with existing services
- Service policies/frequency/hours
- Operating costs

10. Public Forum/Focus Group meeting to gain feedback on draft final report, and to ensure consistency with stakeholder recommendations. (April 2008)

11. **Final Report (May 2008)**

<b>Budget:</b>	\$40,000 5305 Grant Funds
	4,500 Local Cash – LA County Dept. Of Public Works
<b>Subtotal</b>	<b>\$44,500</b>
<b>In-Kind Service</b>	<u>9,500</u>
<b>Total Project</b>	<b>\$ 54,000</b>

**EXHIBIT B**  
**IN-KIND BUDGET**

**Sun Village Transportation Study  
In-Kind Budget Detail**

**Work Element: 06-140.SCGC4**

**Fringe Rate**                      0.7700    The fringe and indirect rates are preliminary as the rates change every fiscal year.  
**Indirect Rate**                      0.3380

**Note: If requesting credit for indirect costs, documentation of an overhead rate approved by Caltrans or a federal agency is required to be submitted to SCAG**

**In-Kind Work**

Staff	Hourly Rate	Number of Hours	Total Salary Cost	Fringe Cost	Salary and Fringe	Indirect Cost	Total Cost
Associate Civil Engineer	\$ 40.69	77.13	\$ 3,138	\$ 2,417	\$ 5,555	\$ 1,878	\$ 7,433
Civil Engineer	\$ 45.36	8.98	\$ 407	\$ 314	\$ 721	\$ 244	\$ 965
Senior Civil Engineer	\$ 50.55	4.92	\$ 249	\$ 192	\$ 440	\$ 149	\$ 589
Administrative Assistant	\$ 27.09	8	\$ 217	\$ 167	\$ 384	\$ 130	\$ 513
			\$ -	\$ -	\$ -	\$ -	\$ -
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<b>Total Budget</b>		99.03	\$ 4,011	\$ 3,089	\$ 7,100	\$ 2,400	\$ 9,500

**EXHIBIT C**

**SCHEDULE AND FUNDING CHART**

## Los Angeles County Sun Village Transportation Study

[illegible]

**EXHIBIT D**

**IN-KIND MATCH REPORT**

**Your Agency's Name**  
**IN-KIND MATCH REPORT**

City/County/COG/CTC:	
Your Agency's Name	
Project Name:	Your project name
Project Number:	Your project number

Reporting Period:
_____ through _____

**EXAMPLE**

Employee Name/Title	Hourly Rate*	No. of Hours	Total Cost
John Doe, Project Manager	50.00	100	\$ 5,000.00
Mary Black, Associate Project Manager	40.00	50	\$ 2,000.00
Lisa Montgomery, Assistant Planner	30.00	60	\$ 1,800.00
Takashi Yamaguchi, Planning Aide	20.00	70	\$ 1,400.00
* The hourly rate is burdened by a Fringe Benefit rate of _____%.			
<b>TOTAL CURRENT EXPENDITURE</b>			<b>\$ 10,200.00</b>

This is to certify The Agency's name  
 has on record documentation supporting the work listed  
 above, and the work is funded by non-federal funds.

Signature

Name

Title

Date